

## COLLEGE PLANS, GUIDES, REPORTS, & HANDBOOKS

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### **COLLEGE PLANS, GUIDES, REPORTS, & HANDBOOKS**

The College maintains operational planning documents to facilitate continuity and consistency in routine activities, ensure coordinated response to contingency events, evaluate the effectiveness of College instruction and practices, efficiently train new and reassigned faculty and staff, implement the Strategic Plan, and assess progress towards meeting continuous improvement milestones. This procedure identifies these plans and their respective purposes. The Executive Director of Institutional Effectiveness assigns responsibility for maintaining each plan, provides oversight of plan updates, and ensures physical and electronic copies of the plans are published as required.

#### **Academic Handbooks**

The College maintains specialized Academic Handbooks for programs having unique faculty and student processes.

- Aviation Management & Career Pilot Technology
- Health Information Technology
- Medical Assisting
- Nursing
- Physical Therapy Assistant

#### **Business Office**

- Business Continuity Plan. The Business Continuity Plan documents processes that would enable the College to maintain operations during and after an emergency or disaster and is reviewed annually by the Disaster Recovery & Business Continuity committee.
- Travel Guidelines. The Travel Guidelines documents the College travel procedures and gives guidance on the necessary steps for those seeking to travel on the College's behalf. This is updated on an as needed basis by the Executive Director of Financial Services and Purchasing.

#### **Facilities**

- Facilities Management Operations Plan. The Facilities Management Operations Plan documents various procedures for maintaining buildings and grounds for the New Bern and Havelock

campuses, and is updated annually by the Executive Director of Facilities. This manual includes the five-year plan that outlines proposed projects for maintaining and upgrading the campus.

- Infrastructure Planning. A time-specific snapshot of long-range campus infrastructure development plans are included in the College's Strategic Plan. These plans are periodically re-evaluated by the Executive Leadership Team (ELT) based on emerging academic programs, community, and College needs. Availability of construction funding is a key factor for considering the feasibility of new or continued initiatives.
- Sustainability Plan. The Sustainability Plan is a part of the Facilities Management Operations Plan and serves as a roadmap for building and operating healthier, more sustainable New Bern and Havelock campuses. It is updated by the Executive Director of Facilities with input from the Sustainability and Beautification Committee.

## **Faculty**

- Distance Learning Faculty Handbook. The Distance Learning Faculty Handbook is a resource for full-time and adjunct faculty who teach online or hybrid courses. The Distance Learning Faculty Handbook provides information about key aspects of distance learning at Craven Community College including best practices in online teaching, credentialing requirements, and avenues for support and training. It is updated annually by the Director of CTL and eLearning.
- Faculty Credentialing Manual. The Faculty Credentialing Manual outlines the process for evaluating transcripts and other potential faculty credentials prior to the hiring process, according to SACSCOC standards. The document also describes the credentials needed to teach courses in each discipline at the College and is updated annually by the Executive Director of Institutional Effectiveness.
- Faculty Handbook. The Faculty Handbook is a guide designed to present general information and some of the more important policies and practices as they apply to the faculty of the College. The Faculty Handbook is updated annually and approved by the Vice President for Instruction.

## **Human Resources**

- Compensation Plan. The final report of the Mercer Group compensation study, completed in 2010, guides the employee classification and salary determination processes. The plan's data is updated on an as-needed basis by the ELT.
- Drug and Alcohol Abuse Prevention Plan. The Drug Free Schools and Campuses regulations (34 CFR Part 886) of the Drug Free Schools and Communities Act requires the College to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its premises and as part of any College activities. The plan is maintained and overseen by the Executive Director of Human Resources, and is posted on the College's website at <http://cravencc.edu/campus-security/drug-free-schools/>

## Information Technology

- Information Technology Disaster Recovery Plan. The Information Technology (IT) Disaster Recovery Plan is a comprehensive documentation of actions that are to be adopted before, during, and after a catastrophic event to ensure availability of critical resources during disasters, and is updated annually by the Dean of Technology with input from the Disaster Recovery-Business Continuity Committee. It serves to support the Business Continuity Plan.
- Technology Plan. The Technology Plan is used to guide the implementation and purchase of technology over a five-year period by aligning IT goals with the College's goals and strategies. It is updated annually by the Dean of Technology with input from the Technology and Business Continuity Committee.

## Institutional Effectiveness

- Compliance Certification. The comprehensive study of the College's compliance with SACSCOC core and comprehensive standards. This document was submitted in March 2016 in preparation for the decennial SACSCOC off-site review. A College-wide committee prepared the study, led by the Executive Director of Institutional Effectiveness.
  - Fifth Year Interim Report. Fifth-Year Interim Report assures compliance with the U.S. Department of Education's requirements that (1) accrediting bodies continuously monitor institutions to ensure compliance; and (2) accrediting bodies have a mechanism for reviewing multiple sites initiated since a school's last reaffirmation.
- Fact Book. The Fact Book documents key College academic, student, and administrative statistics, and is updated annually by the Executive Director of Institutional Effectiveness.
- Institutional Effectiveness Plan (IEP). The Institutional Effectiveness Plan describes and documents the planning, assessment, and program review processes through which the College fulfills its mission and vision. The IEP is reviewed and updated annually by the Executive Director of Institutional Effectiveness.
- Learning Outcomes Assessment Plan. The Learning Outcomes Assessment Plan consists of a Learning Outcomes Assessment Handbook, Program Curriculum Maps, and Learning Outcomes snapshots. The handbook and curriculum maps are updated as needed and the Learning Outcomes Snapshots are updated annually by the Executive Director of Institutional Effectiveness.
- Program Review Plan. The Program Review Plan consists of an academic and administrative program review process. Each has a 5-year review schedule and program review guide and program review snapshot which includes a year-long follow-up. The schedules and guides are updated as needed and the snapshots are updated annually by the Executive Director of Institutional Effectiveness.
- Quality Enhancement Plan (QEP). The QEP is an integral part of the SACSCOC reaffirmation process, with the current QEP being developed in 2017. Implementation will get underway during Fall 2017 and progress for a 5-year period. The QEP is overseen by the Vice President for Instruction.
- Room Description & Capacity Report. The report lists each of the College's classrooms, labs, and other student and meeting facilities, detailing each room's primary use and scheduling rights,

capacity, facility characteristics (e.g., laboratory, fixed or portable equipment, etc.) and the technology resources available.

- Services Review Report. The Services Review Report is a condensed narrative of the results of the institution-wide survey used to determine satisfaction with the College's services in order to make improvements. The report is updated annually by the Research & Assessment Specialist.
- Strategic Priorities Report & Snapshots. The Strategic Priorities Report connects the College's long-term strategy to the annual institutional planning and budgeting processes and operates as a reflection of the College's mission and vision. Strategic Priorities Snapshots outline each unit's outcomes and corresponding departmental goals. Both the report and snapshots are updated annually by the Executive Director of Institutional Effectiveness.

## **Safety & Security**

- Emergency Management Plan. The Emergency Management Plan describes the emergency management roles and responsibilities of the entire College community and provides a strategy for all to be as prepared as possible for the most likely hazards, and is updated annually by the Executive Director of Security and Emergency Management.
- Campus Security Compliance Guide. The compliance guide is designed to provide essential information concerning safety and security on campus, and is updated annually by the Coordinator of Security Operations.

## **Student Services**

- Campus Life Handbook. The Campus Life Handbook outlines the policies and procedures that are essential to implementation and function of student clubs and organizations. The Student Life Handbook is updated by the Campus Life Coordinator as needed.
- College Catalog (*see College Procedure 1.1.2*). The College Catalog provides information on the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, and student life activities. The College Catalog is updated annually by an Enrollment Services Specialist with input from various departments college-wide.
- Enrollment Management Plan (EMP). The Enrollment Management Plan was developed to provide a strategic process aimed at optimizing enrollment and meeting the needs of students and the community. The EMP is updated as needed by the Dean of Enrollment Management.
- Student ADA Handbook (*see College Procedure 3.1.6*). The Student Americans with Disabilities Act (ADA) Handbook informs faculty, staff, and students of ADA rights and responsibilities and the processes by which the College accommodates the known limitations of otherwise qualified students having disabilities. The Handbook is updated periodically by the ADA Coordinator.
- Student Handbook (*see College Procedure 3.1.1*). The Student Handbook is designed to provide students and staff information about the procedures and policies of the College. The Student Handbook is updated annually by the Dean of Enrollment Management.

## **President**

- Board of Trustees Handbook. Provides essential institutional governance information and references to the College's Trustees. The Handbook is updated annually by the Executive Assistant to the President.
- Strategic Plan (see College Procedure 1.10.1). The Strategic Plan is approved by the College's Board of Trustees. The current plan encompasses 2017 through 2022.